JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

For HRD Use Only
Job Description Received:
Approved & Returned:

<table>
<thead>
<tr>
<th>Organisational Unit/Department:</th>
<th>ILO Office for Turkey</th>
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</thead>
<tbody>
<tr>
<td>Technical Responsible Unit/Department:</td>
<td>ILO Office for Turkey / HQ EUROPE</td>
</tr>
<tr>
<td>Technical Cooperation Programme:</td>
<td>Technical Assistance for Improving Social Dialogue in Working Life</td>
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<tr>
<td>Centralised or Decentralised Project:</td>
<td>Decentralized</td>
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<tr>
<td>Position (Title):</td>
<td>Administrative/Finance Assistant</td>
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<td>Proposed grade (to be confirmed by HRD):</td>
<td>GS5</td>
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<td>Duty Station:</td>
<td>Ankara, Turkey</td>
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<td>Type of contract (SST, ST or FT):</td>
<td>ST</td>
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<tr>
<td>Source of funding (TC, PSI or RBSA):</td>
<td>TC</td>
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<tr>
<td>Duration:</td>
<td>Until 31.07.2018</td>
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1. **Introduction:** general information about the context in which the official will work / background on the project:

The project aims to promote social dialogue at all levels in Turkey. The specific objectives of the project are to increase the capacity of social partners and relevant public institutions and to raise awareness on social dialogue at all levels through a holistic approach. The total budget of the project is EUR 2,500,000.

The main beneficiary of the project is the General Directorate of Labour of the Ministry of Labour and Social Security (MoLSS). It is expected that through wide range of activities such as the trainings, study tours and internships, increased institutional and staff capacity of the MoLSS, the other relevant public agencies and social partners will help sustaining the achievements and good practices adopted within the scope of the project. Furthermore, analytical studies addressing different aspects of the social dialogue will create a knowledge base to develop evidence-based and sustainable policies with social partners and other relevant organizations to improve social dialogue in the country. Thus, it will facilitate better compliance of existing legislation and practices with the ILO norms and standards as well as the EU norms.

Pilot interventions at enterprise level and in selected sectors and among workers and employers will enable the adoption of good practices to improve social dialogue. Furthermore, these good practices will enable policy makers to make informed decisions on the identified policy priorities and maintain policy coherence to secure better policy outcomes.

Bipartite committees, joint management plans, pilot work councils will encourage workers and employers to enhance social dialogue between themselves and at enterprise level to disseminate the culture of social dialogue across enterprises including SMEs in different sectors.

The project envisages three major results as follows:

- Institutional capacity of MoLSS, related institutions and social partners has been improved to better engage in social dialogue in working life,
- Awareness of the institutions and the general public on freedom of association, collective bargaining and social dialogue at all levels has been improved,
- Social dialogue mechanisms at all levels have been improved.

The project has officially started as of 01 August 2017 and is planned to be completed by 31 July 2018.
2. Reporting lines:
The Administrative/Finance Assistant will report to the National Project Coordinator under the overall supervision of Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

- S/he will provide administrative and financial support for the timely delivery of the expected project results. This will include but not limited to preparation of financial documents, procurement files, helping with the procurement of supplies, entering data into ILO’s financial system, drafting correspondence, sending all project related mails/couriers, travel and mission arrangements, setting up meetings and interviews, trainings with all project constituent/ stakeholders/ beneficiaries, etc as appropriate, maintaining project files and documentation properly.
- Maintain, update and transmit inventory records of non-expandable equipment.
- Summarize information reflecting current obligations and future programme and budgetary implications.
- S/he will work closely with the Finance Officer and be based at the ILO premises.
- S/he will be ready to take any other duty or responsibility assigned by the Project Coordinator.

4. Qualifications requirements:

Education
Completion of secondary education.

Experience
- Five years of relevant experience in general clerical, administrative and accounting work

Specific professional experience
- Experience in support functions of project implementation and programming in national and/or international settings.

Languages
- Excellent command of English and Turkish.

Competencies
- Good knowledge of administrative procedures.
- Ability to search and retrieve information from central databases and compile reports.
- Ability to operate computer program and/or software packages for various administrative actions.
- Good drafting skills.
- Ability to organize own work.
- Ability to evaluate correspondence and inquiries for best course of action.
- Ability to establish and maintain effective relationships with officials at all levels.